

Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process



**Office of Security Management  
And Safeguards**

**Office Work Instruction**

**Sensitive Compartmented Information Program  
Management Process**

Original Approved by: \_\_\_\_\_

Jeffrey E. Sutton

Associate Administrator, Office of Management Systems

Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/06/99	
Revision	A	04/26/00	Revisions reflect review of HQOWIs to address Pre-Assessment Audit of Feb 2000, as follows: (1) Correct technical errors in flowchart; (2) Revise steps in section 6 to improve congruence with the flow chart.
Administrative Change	A	01/03/02	Administrative Change to transfer Responsible Office from Code J to Code X. The functions performed by Code JS, the NASA Security Management Office, were transferred to Code X.

Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process

## 1. Purpose

The purpose of this instruction is to document the process required for the NASA Security Management Office (Code JS) to manage the Sensitive Compartmented Information (SCI) clearance and access program.

## 2. Scope and Applicability

This instruction covers activities of Code JS for verifying valid “need to know” information requests, granting proper clearance, and facilitating access to SCI entrusted to NASA Headquarters.

This instruction applies to Code JS, the Agency level security management personnel, and their interactions with Local Center Security Office personnel, i.e., NASA security staff at Field Centers and in Code CFS for Headquarters security operations, in managing the SCI clearance and access program for NASA.

## 3. Definitions

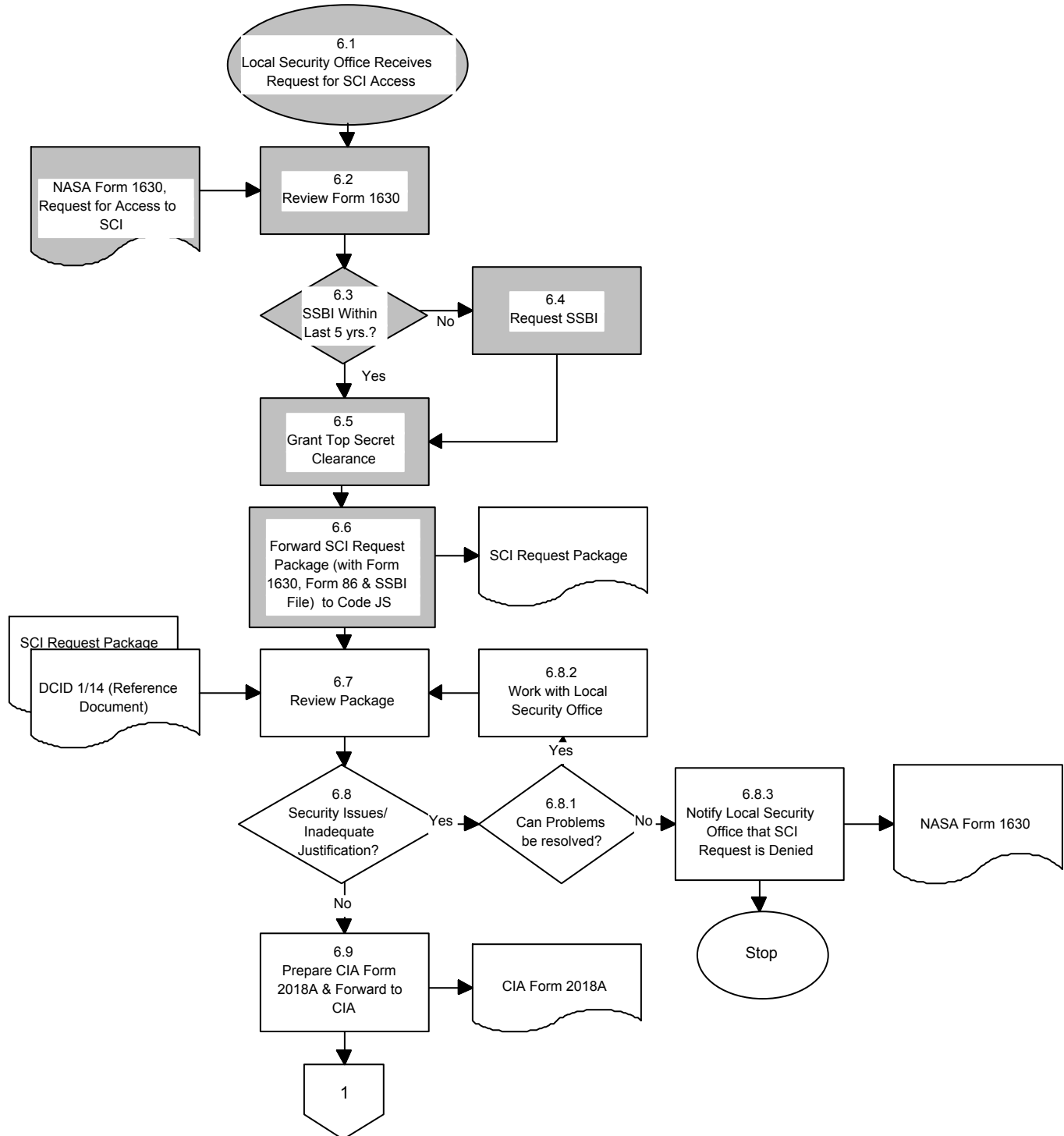
- 3.1 Sensitive Compartmented Information (SCI). Highly classified and closely controlled intelligence information bearing directly on the national security of the U.S.
- 3.2 Single Scope Background Investigation (SSBI). The investigative standard for access to TOP SECRET and Sensitive Compartmented Information.
- 3.3 Director of Central Intelligence Directive (DCID). Various Directives issued to establish common security and access standards for managing and handling of intelligence systems, information and products.
- 3.4 SCI Indoctrination. A complete, individual explanation of individual responsibilities and the aspects of the SCI to which they are authorized access. The indoctrination includes description of systems to which access is granted, specific aspects of the system requiring protection, and outlining proper channels for reporting matters of security significance, requesting security advice and determining whether others are authorized access to the system.
- 3.5 CIA. The Central Intelligence Agency.
- 3.6 Code JS. NASA Security Management Office.
- 3.7 SSO. Special Security Office in Code JS.

## 4. References

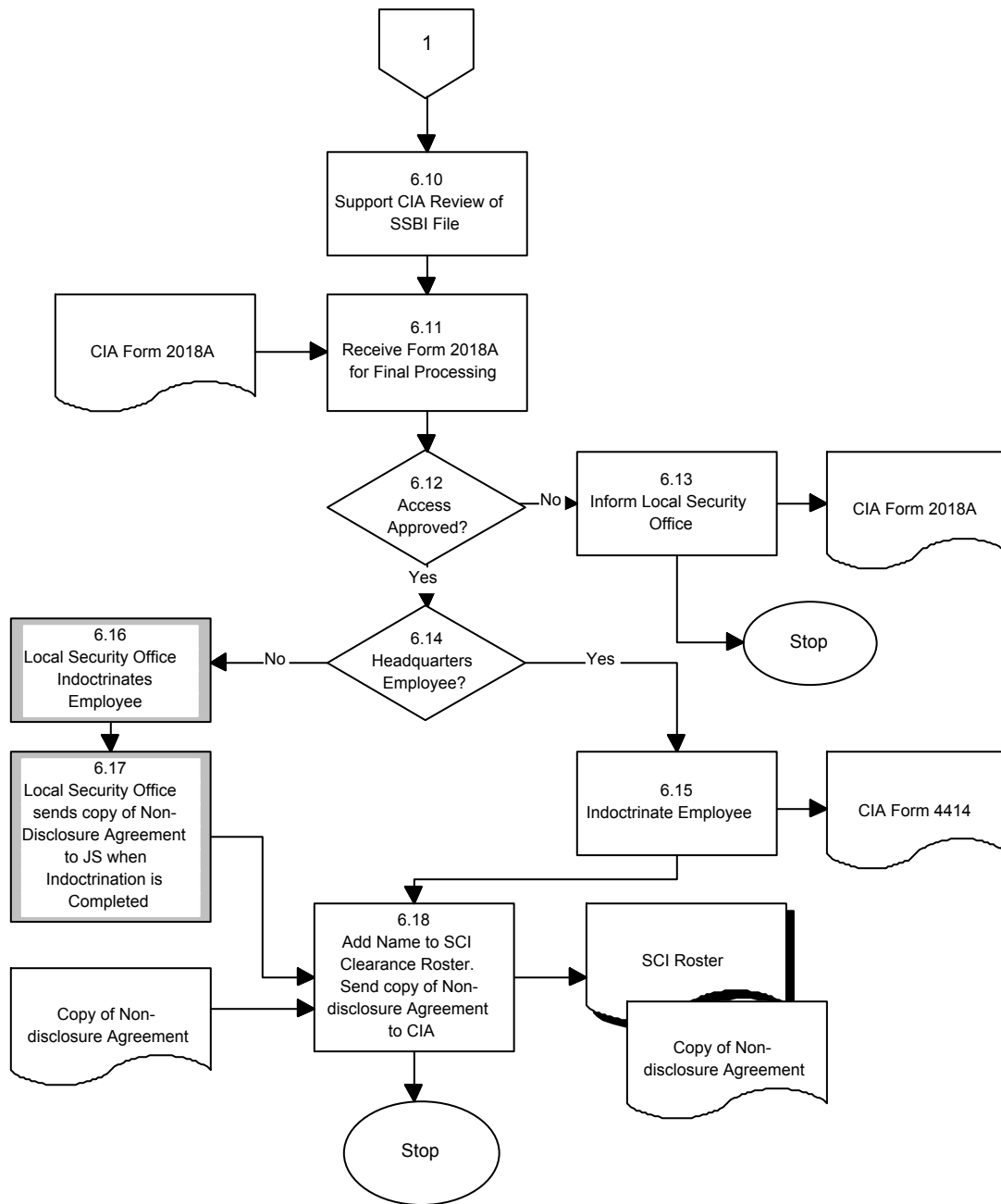
- 4.1 Executive Order United States Intelligence Activities  
12333
- 4.2 Executive Order Access to Classified Information  
12968
- 4.3 DCID 1/7 Security Controls on Dissemination of Intelligence
- 4.4 DCID 1/14 Personnel Security Standards and Procedures

Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process

## 5. Flowchart



Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process



Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process

## 6. Procedure

Note: Shading in Flowchart and this section indicates that activity step is occurring outside of Code JS. These steps are included in the flowchart for clarity and completeness in describing the process.

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Local NASA Security Office	Receive request for access to Sensitive Compartmented Information (SCI). The request includes a NASA Form 1630 and includes a written justification for the employee to have SCI access.
6.2	Local NASA Security Office	Review the Form 1630. Determine if subject has a favorably adjudicated Single Scope Background Investigation (SSBI) in the past 5 years. If an SSBI is available, go to step 6.4.
6.3	Local NASA Security Office	If the subject has not had a favorably adjudicated SSBI, initiate a request to the appropriate investigative agency to conduct an SSBI on the subject.
6.4	Local NASA Security Office	Forward request for SSBI to the appropriate investigative agency.
6.5	Local NASA Security Office	Grant the subject a Top Secret (TS) clearance.
6.6	Local NASA Security Office	After granting the TS clearance, forward (1) the Form 1630, with justification, (2) a copy of Standard Form 86 completed by the subject, and (3) the SSBI investigative file to the NASA SSO in Code JS.
6.7	SSO	Review forms; insure that the justification is sufficient; review investigative file in accordance with standards outlined in DCID 1/14.
6.8	SSO	If justification is sufficient and no issues are identified, proceed to Step 6.9. If the justification is insufficient or security issues are identified, proceed to Step 6.8.1.
6.8.1	SSO	Determine if problems can be resolved. If problems appear to be resolvable, proceed to Step 6.8.2. If not, proceed to step 6.8.3
6.8.2	SSO	Work with Local NASA Security Office to resolve the problems.
6.8.3	SSO	Use NASA Form 1630 to notify the Local NASA Security Office that the request for SCI access has been denied and stop work on case.
6.9	SSO	Prepare CIA form 2018A, Special Access Approval and forward it to the CIA.
6.10	SSO	After CIA reviews the request and justification, a CIA representative visits Code JS to review the investigative file. Code JS supports this visit by giving access to the investigative file. The agent submits a report of the review to CIA Headquarters and the request for access is adjudicated.

Responsible Office: Code X/Office of Security Management and Safeguards  
Subject: Sensitive Compartmented Information Program Management Process

6.11	SSO	Receive Form 2018A from CIA for final processing. The Form 2018A is maintained in the SCI personnel files located in Code JS.
6.12	SSO	If the access is approved, instruct the Local Security Office to indoctrinate the individual for SCI access. This notification is done by telephone and return of CIA Form 2018.
6.13	SSO	If access is denied, inform the Local Security Office by telephone call and return of CIA Form 2018A. Local Security Office notifies the requesting organization of the decision and reviews the adjudicative basis for the original TS clearance.
6.14	SSO	If access is approved and the subject is a Headquarters employee, go to Step 6.15. If the subject is not a Headquarters employee, go to Step 6.16.
6.15	SSO	Using CIA Form 4414, indoctrinate the Headquarters employee for SCI access. Return one signed copy of Form 4414 to CIA; maintain one copy of Form 4414 in the SCI personnel files located in Code JS.
6.16	Local NASA Security Office	Indoctrinate the employee for SCI access. When indoctrination is completed, proceed to Step 6.18.
6.17	Local NASA Security Office	Notify Code JS when indoctrination is completed by sending copy of non-disclosure agreement to Code JS.
6.18	SSO	After receiving a copy of a signed non-disclosure agreement, add individual's name to the NASA SCI clearance roster maintained by Code JS.

## 7. Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
SCI Roster	Code JS	Code JS Files	Hard Copy	Schedule 1, Item 103	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.